



DEPARTMENT OF THE NAVY

OFFICE OF THE COMPTROLLER

WASHINGTON, D. C. 20350

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IN REPLY REFER TO

NAVCOMPTINST 5300.3C
NCB-432

8 DEC 1975

NAVCOMPT INSTRUCTION 5300.3C

From: Comptroller of the Navy

Subj: Reporting of Dependents of Active Duty Military
Personnel and U.S. Citizen Employees

Encl: (1) DOD Instruction 7730.19 of 5 August 1975

1. Purpose. To implement the reporting requirements of enclosure (1).

2. Cancellation. NAVCOMPT Instruction 5300.3B of 5 January 1971 is cancelled.

3. Action. The subject semi-annual report prepared in accordance with enclosure (1) will be provided the Office of the Comptroller of the Navy (Statistics and Reports Branch) as follows:

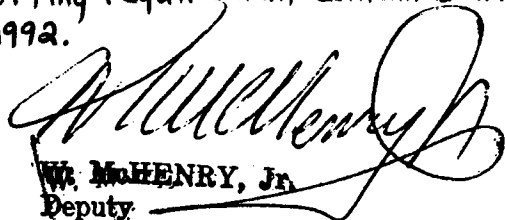
a. The Chief of Naval Personnel will provide data on dependents of Navy military personnel.

b. The Commandant of the Marine Corps will provide data on dependents of Marine Corps military personnel.

c. The Director, Civilian Manpower Management will provide data on dependents of U.S. citizen civilian employees located outside the 48 states and the District of Columbia.

4. Submission of reports. Three copies of the report will be submitted to the Office of the Comptroller of the Navy (Statistics and Reports Branch) forty-five days after the as of date. The first reports will be as of 31 March 1976 and will be due on 15 May 1976.

5. Report Control Symbol. The reporting requirements of this instruction have been assigned report control symbol DD-Comp(SA)1052. Extend the reporting requirement contained in this directive until 31 September 1992.


W. McHENRY, Jr.
Deputy

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NAVCOMPTINST 5300.3C

8 December 1975

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NAVCOMPTINST 5300.3C

8 December 1975

NUMBER 7730.19

DATE August 5, 1975

ASD(C)

Department of Defense Instruction

SUBJECT Reporting of Dependents of Active Duty Military Personnel
and U. S. Citizen Employees

- References:**
- (a) DoD Instruction 7730.19, Subject as above, November 9, 1970 (hereby cancelled)
 - (b) DoD 5000.12-M, "Manual for Standard Data Elements," authorized by DoD Instruction 5000.12, April 27, 1965
 - (c) DoD Directive 5000.19, "Policies for the Management and Control of DoD Information Requirements," June 2, 1971

I. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to eliminate two reporting requirements set forth in enclosure 2, and prescribes uniform reporting requirements designed to provide responsible officials in the Office of the Secretary of Defense with a central source of data for use in formulating and evaluating Dependents' programs. Reference (a) is hereby superseded and cancelled.

II. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, and the Defense Agencies (except the National Security Agency) (hereinafter referred to collectively as "DoD Components").

III. DEFINITION

The term "Dependent" is defined in enclosure 1.

IV. REPORTS

- A. General. Semiannual reports covering Dependents will be submitted to the Assistant Secretary of Defense (Comptroller), Attention: Directorate for Information Operations and Control. The report will be as of March 31 and September 30 each year and be submitted within fifty (50) days following the "as of" date of each report. They will include information specified in Formats A and B (enclosure 2), following instructions outlined in B. and C., below.

Enclosure (1)

B. Reporting Instructions

1. Military Departments

- a. Reports (Formats A and B) will include data concerning dependents of all active duty officer and enlisted military personnel assigned and chargeable to the "active forces" under their approved military manpower programs, including dependents of personnel assigned to the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, the Defense Agencies, and to Government agencies outside the Department of Defense. The Department of the Navy will provide separate reports for dependents of Navy and Marine Corps active duty military personnel.
- b. Data on dependents of civilian employees (Format B) will be limited to dependents of U.S. citizen civilian employees (1) paid from appropriated funds, and (2) located in Alaska, Hawaii, U.S. territories and foreign countries, except dependents of U.S. citizen employees who are permanent residents of these states or territories.
- c. DoD standard data element "Countries of the World" as provided in DoD Manual 5000.12-M (reference (b)), will be used in listing foreign countries (Formats A and B).

2. OSD and Defense Agencies. The Deputy Assistant Secretary of Defense (Administration) and the Directors of Defense Agencies will provide data for overseas dependents of U.S. citizen civilian employees under their respective personnel reporting jurisdictions in accordance with instructions included in b. and c., above.

- C. Method of Reporting. Because of the pressing need for accurate "location data" information, the number and type of dependents located outside the continental United States will be based on actual semiannual counts. However, if the Component has a master file which accurately reflects the number and location of dependents, then data from this source may be used. The following exceptions may be employed:

1. In the interest of economy, Army military dependents who are permanent residents of Alaska, Hawaii, major U.S. territories, and the Philippines may be estimated from samples; and
2. The number and type of active duty military dependents located in the continental United States may also be

7730.19
Aug 5, 75

derived by either of the following methods: (a) by estimates based on samples, or (b) by subtracting data on dependents located outside this area from worldwide figures based on military personnel individual machine records.

V. REPORT CONTROL SYMBOL

The reporting requirements of this Instruction have been assigned Report Control Symbol DD-Comp (SA)1052.

VI. EFFECTIVE DATE

This Instruction is effective immediately.

Fred P. Mueller
Acting Assistant Secretary of Defense
(Comptroller)

Enclosures - 2

1. Definition
2. Formats A and B

Enclosure (1)

7730.19 (Encl 1)

Aug 5, 75

DEFINITION

As used herein, the following definition applies:

DEPENDENT - Any person who bears any of the following relationships to a member of the Uniformed Services or to a U.S. citizen civilian employee of the Department of Defense:

- A. Spouse;
- B. An unmarried child (including any of the following categories of children if such child is in fact dependent on the employee/member: a stepchild; an adopted child; or an illegitimate child whose alleged employee/member father has been judicially decreed to be the father of the child or judicially ordered to contribute to the child's support, or whose parentage has been admitted in writing by the employee/member) who either (1) is under 21 years of age; or (2) 21 years of age or over, and incapable of self-support because of a mental or physical incapacity that existed prior to reaching the age of 21, and is in fact dependent on the member or employee for over half of his or her support, or (3) under 23 years of age, and enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Defense or Secretary of Health, Education and Welfare, and is in fact dependent on the member or employee for over half of his or her support;
- C. A parent (including a stepparent or parent by adoption) if he or she is in fact dependent on the member or employee for over half of his or her support;
- D. Any other person related by blood, marriage or adoption to the member or employee (including a parent-in-law), if such person is in fact dependent on the member or employee for over half of his or her support and actually resides in the household maintained by the member or employee;
- E. Any person residing outside the continental United States, other than the foregoing, whom the appropriate DoD Component recognizes as a dependent of the member or employee.

Enclosure (1)

NAVCOMPTINST 5300.3C
8 December 1975

7730.19 (Encl 2)
Aug 5, 75

Department or Service _____

FORMAT A

NUMBER OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL

As of _____

Type and Location of Dependent	All Dependents	Dependents of Officers	Dependents of Enlisted
TOTAL - WORLD-WIDE			
BY TYPE OF DEPENDENT: Spouse Children Parents All Other			
BY LOCATION OF DEPENDENT: Continental United States Alaska Hawaii U.S. Territories Foreign Countries			

Enclosure (1)

DoD Component

FORMAT B

NUMBER OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL
AND OF U.S. CITIZEN CIVILIAN EMPLOYEES
LOCATED IN
ALASKA, HAWAII, U.S. TERRITORIES AND FOREIGN COUNTRIES

As of _____

Location of Dependent	Number of Dependents	
	Active Duty Military Personnel	U.S. Citizen Civilian Employees Appropriated Fund
Alaska		
Hawaii		
U.S. Territories - Total		
Canal Zone Guam Midway Island Puerto Rico Samoa Virgin Islands Other (Specify)		
Foreign Countries - Total		
List each country in which dependents are located. Use DoD Standard Data Element "Countries of the World."		